



Verification	Originator	Approved	Issued
Initials	ST	ST	ST
Date	10/20/2014	12/10/2014	12/15/2014

## TITLE: COFL-FF-ED-4.4.3-2 (F) Communication Occurrence Template

Refer to COFL-FF-EP-4.4.3-1 Communication Procedure for detailed instructions regarding this ESMS form/record.	
1.0	Date and time of occurrence: 11/5/14
2.0	<p>Inquiry or complaint from</p> <p>Name: <b>NONE</b></p> <p>Phone:</p> <p>Address:</p> <p>e-mail:</p>
3.0	Nature of inquiry or complaint:
4.0	<p>Occurrence received by (internal personnel)</p> <p>Name:</p> <p>Date and time:</p>
5.0	Response:
6.0	<p>Respondent (internal personnel)</p> <p>Name:</p> <p>Date and time:</p>
This form may be used for internal and external environmental communication. Completed forms and related attachments are records maintained in the ESMS; route to the ESMS Coordinator.	



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Refer to COFL-FF-EP-4.4.3-1 Communication Procedure for detailed instructions regarding this ESMS form/record.	
1.0	Date and time of occurrence: 1/30/15
2.0	<p>Inquiry or complaint from Name: <b>NONE</b></p> <p>Phone:</p> <p>Address:</p> <p>e-mail:</p>
3.0	Nature of inquiry or complaint:
4.0	<p>Occurrence received by (internal personnel) Name:</p> <p>Date and time:</p>
5.0	Response:
6.0	<p>Respondent (internal personnel) Name:</p> <p>Date and time:</p>
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<b>Refer to COFL-FF-EP-4.4.3-1 Communication Procedure for detailed instructions regarding this ESMS form/record.</b>	
<b>1.0</b>	<b>Date and time of occurrence:</b> 5/7/15
<b>2.0</b>	<b>Inquiry or complaint from</b> <b>Name:</b> NONE  <b>Phone:</b>  <b>Address:</b>  <b>e-mail:</b>
<b>3.0</b>	<b>Nature of inquiry or complaint:</b>
<b>4.0</b>	<b>Occurrence received by (internal personnel)</b> <b>Name:</b>  <b>Date and time:</b>
<b>5.0</b>	<b>Response:</b>
<b>6.0</b>	<b>Respondent (internal personnel)</b> <b>Name:</b>  <b>Date and time:</b>
<b>This form may be used for internal and external environmental communication. Completed forms and related attachments are records maintained in the ESMS; route to the ESMS Coordinator.</b>	